

# Behavior Data Retention

Guidelines for storing and disposing of records

classroompulse.io

## Legal Requirements Overview

Behavior data is part of the student's educational record and is protected under FERPA. Retention requirements vary by state and record type. Always check your state and district policies.

## Retention Timeline Guidelines

Record Type	Minimum Retention	Notes
IEP/504 documents	5-7 years after exit	State varies
FBA/BIP	5-7 years after exit	Keep with IEP
Daily behavior data	3-5 years	Summary may suffice
Incident reports	5-7 years	Longer if legal action
Progress reports	5-7 years	Part of IEP record
Communication logs	3 years	Related to behavior

## Active Record Storage

- Records stored in secure, locked location
- Digital records password-protected
- Access limited to authorized personnel
- Backup copies maintained
- Records organized for easy retrieval

## When Student Exits

- Compile complete behavior record
- Transfer relevant records to receiving school
- Retain copies per retention schedule
- Document what was transferred and when
- Secure archived records appropriately

## Destruction Procedures

- Verify retention period has passed
- Obtain authorization for destruction
- Shred physical documents (cross-cut)
- Permanently delete digital files
- Document destruction date and method
- Maintain destruction log

### Important

Never destroy records if:

- Legal action is pending or anticipated
- Records are subject to litigation hold
- Parent has requested copies
- Student may return to district

### Annual Audit Checklist

- Review retention schedule compliance
- Identify records eligible for destruction
- Verify storage security
- Update access permissions
- Train staff on procedures

### Retention Notes

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### Secure Digital Storage

Classroom Pulse provides FERPA-compliant storage with automatic retention management and secure access controls.

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